

STATINTL[®]

P58-00453R000200180

53544

(SIGNATURE OF REQUISITIONING OFFICIAL)

Approved For Release 2000/08/25 : CIA-RDP58-00453R000200180006-9

INSTRUCTIONS

Submit this requisition in triplicate for each type of job. The blue copy will be returned with the date of its receipt and the requisition JOB NUMBER indicated.

Always refer to requisition JOB NUMBER when inquiring about work.

When requesting reruns reference should be made to the prior JOB NUMBER under "Remarks."

Name, building, room, phone, etc. appearing at the top of the requisition should be that of the person most familiar with the job.

Determine definitely what is wanted before sending copy for reproduction. Rebuilding a form in proof is expensive, often costing more than the original composition.

(OVER)

U. S. GOVERNMENT PRINTING OFFICE 16-62490-1

Approved For Release 2000/08/25 : CIA-RDP58-00453R000200180006-9